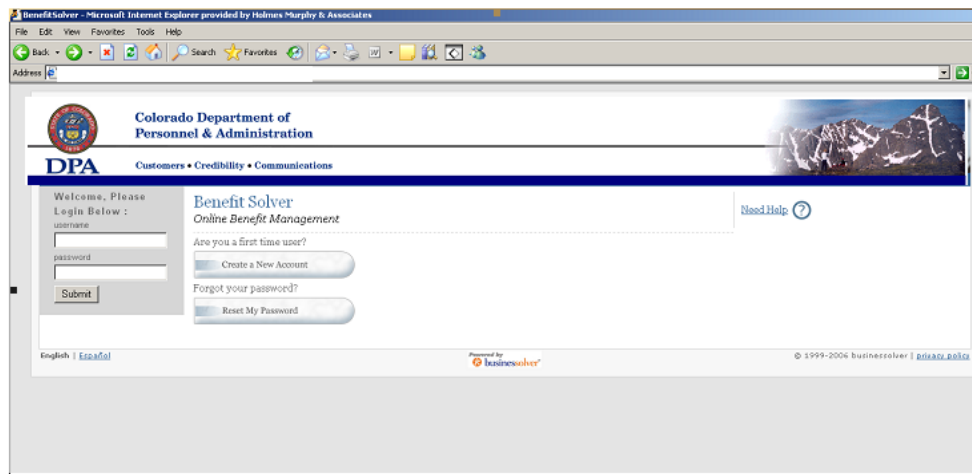# FY07 Open Enrollment – Online Instructions

In order to access the online benefits system for the FY07 Open Enrollment, please follow the instructions below.

Technical questions about the online system? Call 1.800.436.1982.

FY07 Open Enrollment: April 24, 2006 – May 19, 2006
Open Enrollment Elections will not be permitted after May 19

1. Go to **www.colorado.gov/dpa/dhr/benefits**

2. In the "**Hot Topics**" box to the right of the screen, click *FY07 Open Enrollment*. This will take you to a final reminder page. Read these reminders and scroll down. The link to the enrollment system is at the bottom of the page. Once you click that link, you will be brought to the enrollment login page.

The screenshot above represents the scheduled new look for the login page, but please be aware that there could be online system changes, which could alter the appearance of this page. Please do NOT be surprised if this login page has a different look by the time Open Enrollment Begins

3. You can use the same password as you used last year or have used throughout this past year. Don't remember it? Click on "**Reset My Password**."

> **First time users:** Click on "**Create My Account**" under "Are you a first time user?" From here you will be taken to the "Access My Account" page. Type in your social security number and your date of birth. Note that the "company key" box already contains the letters "soc." **Do not type (or delete) anything in the "Company Key" box and tab through this box to the "date of birth" box and.**
>
> You will then come to the electronic signature notification. Click "Accept" to move forward.
>
> On the next page create your user name and password, and then confirm your password. These must be at least 6 characters long.   Select a security phrase and complete the answer to that question (this will be used for password recovery should you ever forget your password) and click "Continue". **Please make a note of your user name and password, as you will need these every time you wish to access the system.**

You will be taken to a page that will say, "You were successful! You have successfully created a User Name and Password." Click on **"Continue to Login Page"** to proceed. You will be brought back to the login page. Login with the user name and password you just created.

4. Once you have logged in, you will be brought to your benefits home page. Please read the information on this page, as it will pertain to the plans you choose, who is eligible and how to navigate the site. Click on the green bar on the left that says "**Start FY07 Open Enrollment** " to begin the Open Enrollment process. You can view your current benefits by clicking "Benefit Summary" on the left of the screen.

5. Make your elections. Click "**Next**" to continue through the system, "**Previous**" to go back a page. You may also use "**home**" in the upper right corner of each page, which will always return you to first page of the system. **DO NOT use your web browser's "Back " button.**

6. After making all of your elections, you will have the opportunity to review them. The review screen lists yourself, your dependents and the benefits you have selected all on one page. The page is mostly gray. If you need to make a change, click the "**Make Changes**" next to the information or benefit that you wish to change.

7. Click, "**I Agree**" to complete your election on the final screen. Your enrollment is not complete until you have done this.

8. Once you have clicked "**I Agree**" and your enrollment is complete, you can then **view your confirmation** by dragging your cursor over "**My Tools**" in the blue bar near the top of the screen and selecting "**My Documents**." You or your benefit or HR administrator can also print this document, should you want a paper confirmation.

You can also view your Benefit Summary, which is under "**My Benefits**" in the blue bar. This contains much of the same information as your confirmation, but is laid out in the same manner as the online system. Your current benefits will show above your FY07, or future, benefit elections in the summary.

Should you have any questions or difficulties with the Web site, please call our online technical support at 1.800.436.1982.